



# Non-Merit Job Vacancy Announcement

## EXECUTIVE ADMINISTRATIVE SECRETARY

<b>Pay Grade:</b>	12	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	Salary commensurate with experience	<b>Work Schedule:</b>	Monday through Friday
<b>FLSA Designation:</b>	Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Kentucky Real Estate Commission  
**Work Address:** 10200 Linn Station Road, Suite 201, Louisville, KY 40223  
**Work County:** Jefferson

### AGENCY COMMENTS:

Position is ungraded, Non-Merit. The internal working title for this position is "Legal Assistant." Must be professional, organized, able to work independently, detail oriented, and pro-active with excellent communication skills. Must be a fast-learner, team-oriented, articulate, proactive, and calm under pressure. Must be proficient with Microsoft Office (including Word, Outlook and Excel), Adobe and Powerpoint.

### DESCRIPTION OF JOB DUTIES:

Preparation of draft complaints, disciplinary charges, legal notices, and administrative regulations for review and use by attorneys; organizes and retains documents, computer records, and workflow processes of the legal department; maintains statistical information regarding complaints, telephone calls and emails received by the legal department; acts as legal department liaison with investigators, responsible for case file distribution, scheduling investigative meetings, preparing subpoenas duces tecum for investigators; conducts initial review of criminal background reports to identify applicants with criminal histories; utilizes WestLaw for legal research; acts as front office to legal department, answering phone calls and directing calls to appropriate staff; greets and meets with licensees and consumers seeking assistance from the legal department; schedules and maintains the legal calendar with mediation and hearing schedules, meetings, out-of-office meetings, case file information, on-going appeal deadlines and filing deadlines; provides support to other agency departments as needed; and performs other duties as assigned by General Counsel.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Associate Degree or paralegal certification. Paralegal or Legal Secretary experience will substitute for associate degree.

#### **EXPERIENCE:**

At least 3 years experience as a legal secretary/assistant preferred.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

N/a

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 12/9/2016 )**

[Posted on: 10/10/2016 ]

Applicants should send a resume, along with at least three professional references to:

Rhonda Richardson, General Counsel  
Kentucky Real Estate Commission  
10200 Linn Station Road, Suite 201  
Louisville, KY 40223

**Contact Name:** Patricia Farris

**Contact Method:** Phone: 502-429-7250 ext. 34  
Email: [patricia.farris@ky.gov](mailto:patricia.farris@ky.gov)

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.*